

ADMINISTRATIVE AND ELIGIBILITY CHECK GRID

Project identification

Project title	
Project acronym	
Project number	
Official name of the Lead Applicant organization	

No.	Criteria	Description	Yes	No	NA	Comments ¹
A. Administrative criteria						
A.1	The application package is compiled in English.	Application form, Annexes and supporting documents are submitted as requested in the Guide for Applicants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.2	Application Form is correctly filled in.	All applicable sections of the Application Form are correctly filled in (no missing information ²).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

¹ If follow up is needed (in case of unfulfilled criterion that may be satisfied through clarification/completion), option NO should be ticked and the requirement could be described in the "comments" field, awaiting for the relevant documentation. Shall be settled upon receipt /failure to comply. However, please be advised that 2 rounds for clarifications/completion are allowed and assistance is provided by the JS.

No.	Criteria	Description	Yes	No	NA	Comments ¹
A.3	Where the case, the provided templates ³ are used.	e.g. (Lead) Applicant Declaration, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.4	Partnership Declaration , signed and stamped by all involved parties/entities is attached, separately submitted by each of the partners.	Annex V.1 To be provided in EN language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.5	Project (Lead) Applicant Declaration ⁴ is included, properly filled-in, dated, stamped and signed by the legal representative.	Annex V.2 To be provided in EN language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.6	Copies of the establishing documents ⁵ of the Applicants are included: Articles of Association, Statutes, Deed of foundation, establishing resolution law or equivalent documents according to the national legislation, etc., if the case. Additionally, establishing documents are provided for the related branch office, proving its existence and the relationship with the headquarter ⁶ .	Exception: public institutions, authorities do NOT need to submit this document! With regard to Churches in Hungary: In case the religious organization is listed in the register kept by the Minister of Human Capacities (http://egyhazi.emmi.gov.hu/), the extract issued by the Minister must be attached. In case the Church is not listed in the register, official confirmation issued by	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

² According to our latest tests, there is a technical error detected in what concerns the eMS application system. The application – in .pdf file – does not automatically retrieve some of the fields. Due to identified technical error – in assessment process, the electronic eMS version of the Applications will be prevailing in terms of content.

³ The applications are not to be rejected based on not using the provided templates, but clarification/completion is to be requested

⁴ Stipulating that all eligibility criteria are properly complied with; to be submitted for Lead Applicant and all Project Applicants also.

⁵ To be submitted for Lead Applicant and all Applicants also.

⁶ Please see GfA, section 2.2.1.1 Eligibility of applicants

No.	Criteria	Description	Yes	No	NA	Comments ¹
	Please note translation of the establishing documents in English is not compulsory.	the Main Church must be attached. To be provided in RO/HU language.				
A.7	The official statement⁷ of the relevant decision-making body regarding the support of the project and the availability of the own contribution for the planned investment, during the implementation of the project is attached. The document will have to be issued after the official launch of the Call for proposal. If the document is not submitted until the submission deadline, it shall be the subject of completion and the document can be produced and dated even in the completion phase. If the document is not submitted in the completion phase due to time limitation the project can go further with the assessment process and even be selected by the Monitoring Committee, under the condition that the applicant will	i.e. County Council Decision, Local Council Decision, Board of Directors Decision, authorized person, etc. To be provided in RO/HU language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

⁷ To be submitted for Lead Applicant and all Applicants also.

No.	Criteria	Description	Yes	No	NA	Comments ¹
	submit the document in the pre-contracting phase.					
A.8	<p>In case of Romanian applicants: Justifying document⁸ stating the method of representation (according to the national legislation)</p> <p>In case of Hungarian applicants: Original specimen of signature containing the method of representation of the legally authorized representative(s) certified by a public notary in original language, where the case, is included.</p>	<p>HU applicants: In case of double representation, ex. if the mayor and the notary can represent the local government only together, the specimens of signature of both are required!</p> <p>To be provided in RO/HU language.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.9	<p>Letter of empowerment (if the case)</p> <p>For RO applicants: signed and stamped (if the case, according to the legislation in force) by the legal representative of the applicant institution</p> <p>For HU applicants: Certified by a public notary</p>	<p><u>Necessary when a person, other than the legal representative, is to sign certain official documents.</u></p> <p>To be provided in RO/HU language.</p>				
A.10	The job descriptions for all positions included in the proposed management team AND/OR the Terms of references , in case the management is externalized, are included.	<p>The tasks/requirements will be proportionate with the complexity of the project. See also criteria B.12.</p> <p>To be provided in EN language.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.11	<u>In case of Romanian Applicants:</u>	Annex V.5, for Hungarian Applicants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

⁸ Minister Order, Local/County Council, Board of Directors Decision, etc

No.	Criteria	Description	Yes	No	NA	Comments ¹
	<p>Urban planning permit (certificat de urbanism) is attached.</p> <p><u>In case of Hungarian Applicants:</u></p> <p>Preliminary declaration of construction works is attached.</p> <p>If the document is not submitted until the submission deadline, it shall be the subject of completion and the document can be produced and dated even in the completion phase. If the document is not submitted in the completion phase due to time limitation the project can go further with the assessment process and even be selected by the Monitoring Committee, under the condition that the applicant will submit the document in the pre-contracting phase.</p>	To be provided in RO/HU language.				
A.12	RO applicants: Template MMP ⁹ , signed/stamped by Environmental Protection Agency at county level	<p>Annex V.8, for Romanian Applicants</p> <p>To be provided in RO language.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For applications that include investment costs						
A.13	Other relevant studies/surveys not older than one year (evaluations, strategies, design plans, opportunity studies, impact	<p>Multiyear documents, adopted as such will also be considered!</p> <p>To be provided in RO/HU language.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

⁹ Ministry Order 3427/2012

No.	Criteria	Description	Yes	No	NA	Comments ¹
	assessment, location studies, etc.).					
A.14	<p>Title deed (<i>extras de carte funciară / tulajdoni lap másolat</i>) issued by the Land Registry, not older than 30 calendar days¹⁰, of each real estate (land and/or building) affected by the investment is attached.</p> <p>In case the land and / or building is in concession / administration, etc it must be proved that the duration of the concession / administration of the land and / or building is based on a long term contract / enactment (i.e. min. 5 years after the estimated month for the financial closure of the project) and that the owner of the real estate has given his written agreement (no standard format) that the applicant is free to perform the investment.</p> <p>If the document is not submitted until the submission deadline, it shall be the subject of completion and the document can be produced and dated even in the completion phase. If the document is not submitted in the completion phase due to</p>	<p>Exceptions: title deeds for <i>road construction</i> where <i>land acquisition (purchase/expropriation)</i> deems necessary, in case they are not yet available due to non-completion of the acquisition procedures.</p> <p>To be provided in RO/HU language.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

¹⁰ In case the submission deadline is extended, for the applications already submitted at the time of extension, the documents will not be renewed until pre-contracting

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	time limitation the project can go further with the assessment process and even be selected by the Monitoring Committee, under the condition that the applicant will submit the document in the pre-contracting phase.					
A.15	<p>Declaration from the land and / or building / item of infrastructure owner is included, stating that the land and / or building / item of infrastructure are: free of any encumbrances, not the object of a pending litigation, not the object of a claim according to the relevant national legislation.</p> <p>If the document is not submitted until the submission deadline, it shall be the subject of completion and the document can be produced and dated even in the completion phase. If the document is not submitted in the completion phase due to time limitation the project can go further with the assessment process and even be selected by the Monitoring Committee, under the condition that the applicant will submit the document in the pre-contracting phase.</p>	To be provided in RO/HU language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.16	For RO applicants:	In case the road infrastructure involves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Criteria	Description	Yes	No	NA	Comments ¹
	<p>Government/county/local council Decision approving the start of the purchase / expropriation procedure and the approval of the technical and economic indicators for the respective investment.</p> <p>For HU applicants:</p> <p>If available, the Building Permit, issued based on the Feasibility Study and the Technical Documentation OR the proof that the process of obtaining the building permit has started, issued by the competent authority.</p> <p>If the document is not submitted until the submission deadline, it shall be the subject of completion and the document can be produced and dated even in the completion phase. If the document is not submitted in the completion phase due to time limitation the project can go further with the assessment process and even be selected by the Monitoring Committee, under the condition that the applicant will submit the document in the pre-contracting phase.</p>	<p>purchase / expropriations</p> <p>To be provided in RO/HU language.</p>				
A.17	Affidavit regarding the acquisition (purchase/expropriation) process, in case the road infrastructure involves	<p>The document will state:</p> <p>- that the respective applicant understands his/her obligation to complete the</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Criteria	Description	Yes	No	NA	Comments ¹
	expropriations.	expropriation process and to submit the Title Deed in maximum 3 months after the notification of approval for financing, ensuring they understand the consequences in case they fail; - that the maximum expenditure budgeted for expropriations will be no more than 5% of the ERDF estimated costs for the investment objective. (Annex V.7) To be provided in EN language.				
A. 18	Copy of the prior bilateral agreement with the commitment of the Member States to set up Schengen-compatible border-crossing checkpoints (or other existing solutions according to the legislation in force at the time of submission of the project proposals) at the completion of any such projects, and to operate it for at least 5 years or until the enlargement of the Schengen zone, for projects that include cross-border road infrastructure, is submitted.	To be provided in RO/HU/EN language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.19	Copy of the bilateral agreement , in force at the time of submission of project proposals, in case of CB infrastructure, for projects financing CB infrastructure other	To be provided in RO/HU/EN language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Criteria	Description	Yes	No	NA	Comments ¹
	than roads, is submitted.					
A.20	Environmental Indicators list is attached	Annex V.6 To be provided in EN language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. ELIGIBILITY CRITERIA						
B.1	All Applicants are Romanian or Hungarian public bodies / bodies governed by public law / state owned companies / non-profit bodies / EGTC, established according to the relevant national legislation as described in the CP, for each Investment priority.	Information provided in the Application Form/Partner section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.2	The (Lead) Applicant ¹¹ has legal competencies, in the project relevant field.	For all operations, it is compulsory that the Applicants have among their attributions, according to their statutes or according to the national legislation, the implementation of the proposed activities or they must prove that they have a partnership agreement with the institutions competent to implement such activities, according to their statute or according to the national legislation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.3	All Applicants (including the Lead Applicant) fulfil the location criteria set out in section 2.2.1.1. Eligibility of Applicants.	All Applicants (including the national / regional organizations' branch offices with or without legal entity) are located in the	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

¹¹ The criterion applies to all Project Partners.

No.	Criteria	Description	Yes	No	NA	Comments ¹
		eligible area of the programme. In case the public entity's headquarter is registered outside the eligible programme area, the public entity has legal competencies for implementing operations in the programme area.				
B.4	There are at least two ¹² eligible partners one from each state involved in the project.	As described in the GfA. Application Form/Partner section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.5	The maximum number of partners in the project is 6, including de Lead Applicant	As described in the GfA. Application Form/Partner section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.6	At least the 3 joint criteria are fulfilled/described.	Joint development, joint implementation, joint staffing and joint financing. Application Form/Project description/Project relevance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.7	The project implementation period does not exceed the limit of the maximum monthly limits set in the Call for each Ip.	As described in the GfA and CfP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.8	The total eligible budget of the project is ranged between the limits set in the Call for each Ip. Minor deviations, not having significant impact on the project's budget are accepted if they occur due to material errors (ie. rounding)	As described in the GfA and CfP; Application Form/Project budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.9	The percentage and amounts of the financial support requested from ERDF and	As described in the GfA; Project Budget of the Application Form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

¹² With the exception of the EGTCs

No.	Criteria	Description	Yes	No	NA	Comments ¹
	state budgets are within the limits indicated in the Guide for Applicants (GfA). Minor deviations , not having significant impact on the project's budget are accepted ¹³ if they occur due to material errors (ie. rounding)					
B.10	The information provided states a level of proportionality of at least 40% between the contribution to the programme's output indicators and the necessary financial resources.	To be analysed: Application Form – Project summary/Workplan and Project budget Proposals demonstrating a level of proportionality lower than 40% shall not be further assessed, and may not be recommended for support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The project proposal is formally compliant.	<input type="checkbox"/> ¹⁴	<input type="checkbox"/>		
Recommendations:				

¹³ The project will be accepted for the quality assessment phase, conditioned by necessary budget-cuts

¹⁴ Conditioned by the formulated recommendations (if any).